

HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING

Friday, October 2, 2020, 1:00 P.M.

Location of meeting: Water District Office, 528 Colorado Blvd., Hungry Horse, Montana

A. Call to Order: 1:03 pm by President Doug Wagner

Those Present: President Doug Wagner, Vice President Vivian Allen, CFO Jamie Foster, Director Brent Schmidt, Director Richard Hardesty
Staff: General Manager/Operator Ben Shafer, Secretary Rita Venable
Members of the Public: Timothy McNeme

- B. (0:43) Secretary Contract Discussion:** The Board discussed the costs of insurance rates and coverages, office supply costs based on the District's budget, and payroll tax rates. The Board reviewed estimated contract labor costs and estimated gross employee hourly cost worksheets presented by Rita Venable. The estimates reflect employee costs would be \$3.41 an hour less than contract labor costs. VP Allen noted that the motion made during the August meeting was to offer Rita Venable an independent contract rate of \$25.00 per hour with details to be worked out to mutual agreement prior to signing a contract, however, during the June job interview with Rita, Rita had quoted \$25.00 per hour as an employee to do meeting minutes and \$35 to \$45 per hour as contract labor. VP Allen explained that the District's E&O insurance covers employees the same as the board members' coverage for liability. It was decided the secretary's position is an employer/employee relationship because the '*lack of control*' does not meet the condition of being classified as contract labor.

(17:05) VP Allen moved that the Board hires Rita Venable as secretary for the Board as an employee at \$25.00 an hour plus remote office rate of \$2.06 per hour plus estimated mileage of two round trips to Hungry Horse. Details of duties of the secretary to be worked out and a six month review to adjust as needed. Director Hardesty seconded the motion.

President Wagner – Aye

Vice President Allen – Aye

Director Schmidt – Aye

Director Hardesty – Aye

Chief Financial Officer Foster – Abstained. CFO Foster's abstention was because she has questions and concerns with the year's budget.

Motion carried with Chief Financial Officer Foster abstaining.

RESOLVED the Board hires Rita Venable as secretary for the Board as an employee at \$25.00 an hour plus remote office rate of \$2.06 per hour plus estimated mileage of two round trips to Hungry Horse. Details of duties of the secretary to be worked out and a six month review to adjust as needed.

- C. (23:31) Bylaws Committee:** CFO Foster requested and the Board agreed the Rules and Policies Committee will report quarterly to the Board instead of monthly. Directors Hardesty, CFO Foster and Director Schmidt volunteered to be on the Bylaws Committee. Per the attorney, '*Notice to Meet*' is required for public meetings and this includes the Rules and Policies Committee's meetings. CFO Foster requested GMO Shafer to be on the committee. GMO Shafer agreed to help and provide input as an ex officio member and not a voting member.

(30:32) VP Allen moved the Board to appoint Director Hardesty, CFO Foster and Director Schmidt, with GMO as the ex officio member [non-voting member], to the Rules and Policies Standing Committee. All in favor. All ayes. Unanimous. Motion carried.

RESOLVED the Board to appoint Director Hardesty, CFO Foster and Director Schmidt with GMO Shafer, as the ex officio member [non-voting member], to the Rules and Policies Standing Committee.

The Rules and Policies Standing Committee's first meeting will be October 15, 2020 at 4:00 pm.

- D. (36:33) Contract for Future Needs Discussion.** President Wagner distributed copies of the contract, '*Short Form Agreement between Owner and HDR Engineering, Inc. For Professional Services*', for the project known as the Hungry

Horse Water District Water System Water Right Needs Assessment. Board members reviewed the contract and discussed the dates and times to meet with HDR Engineering and attorney Ross Miller for a kick off meeting. President Wagner signed the contract. GMO Shafer scanned the contract and would email it back to HDR Engineering.

(43:49) President Wagner provided the secretary with originals and copies of correspondence:

1. The letter mailed to the MT State Fund regarding Operator's class code reclassification.
2. The letter to the Flathead County Clerk and Recorder regarding uploading the meeting minutes to the Election Department.
3. The letter to Walter Rowntree with the Board's request for the mailing list Rowntree used during his campaign.
4. The letter to Anne Wheeler with an offer to pay her for taking minutes after she was no longer on the board, and requests for the sale date of her property and date she no longer resided in Hungry Horse.

(47:34) President Wagner noted the new website has a mission statement, but that it is not the District's mission statement. The GMO explained the current website's content is generic and has not yet been updated with the District's content.

(53:25) VP Allen explained that the Rules and Policies Committee meetings, under open meeting laws, the committee meetings are to keep minutes, but the MCA seems to say they can take their own notes. President Wagner will give his recorder to the Committee to use.

E. (54:13) Continued Employee Wage Discussion if time permits. President Wagner provided GMO Shafer and Board Members with the worksheets, prepared by VP Allen and CFO Foster, illustrating wage calculations, compensation ideas and comparisons that were used to research the Operator's suggested appropriate compensation. Also included were analyses of GMO's Clockify reports which help to distinguish operator hours and manager hours worked, and how appropriate compensation is affected, if based on this factor. The wage discussion will continue at the next Board meeting to be held on October 15th, 2020.

(57:48) The Board discussed implementing pre-meeting packets. Everyone would get the documents they want to discuss at a meeting and email their documents to the Secretary by the Monday before monthly meeting held on Thursdays. Director Hardesty suggested, in order to save the District money, the secretary would organize the pre-meeting documents and email the packets to each Director and staff member who could then print the documents out, if they so desired, using their own printers. This process would save the District the cost of paper and ink. GMO Shafer would use the District's copier to make a couple of extra hard copies of the pre-meeting packets to have available at the meetings.

F. (1:05:35) Adjourn until: President Wagner moved to adjourn. Director Schmidt seconded. All ayes. Unanimous. Motion carried.

RESOLVED to adjourn until 6:00 pm October 15, 2020.

Approved by:

DocuSigned by:
President: Douglas T. Wagner Date: 8/31/2021
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Respectfully submitted by:

DocuSigned by:
Secretary: Rita Venable, on behalf of the Hungry Horse County Water District Date: 8/31/2021
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